

## APPENDIX A

### DESIGNATED POSITIONS

### DISCLOSURE CATEGORIES

#### BOARD

Deputy Board Member	Alt 1-7
Administrative Assistant to Board Member	Alt 1-7
Assistant to Board Member	Alt 1-7
CEA	Alt 1-7
District Director	1-7
Community Affairs Deputy	1-7
Administrative Assistant	1-8 7
Staff Services Manager	1-8 7
Tax Counsel	1-6
Tax Consultant Expert	1-6
Tax Services Specialist	1-6
Assistant Tax Services Specialist	1-6
Associate Governmental Program Analyst	1-6
Associate Tax Auditor	1-6
Business Taxes Representative	1-6
Business Taxes Specialist II	1-6
Information Officer II	1-6

#### EXECUTIVE

Executive Director	Alt 1-7
Administrative Assistant	Alt 1-7
CEA (Communications Office)	Alt

#### BOARD PROCEEDINGS DIVISION

CEA	Alt 1-7
Staff Services Manager	Alt 1-7
Associate Governmental Program Analyst (LAN Workgroup Manager)	1-6,8
Associate Governmental Program Analyst	1-6

#### CUSTOMER AND TAXPAYER SERVICES DIVISION

CEA	Alt
Staff Services Manager	1-9
Business Taxes Compliance Specialist	1-6
Assistant Tax Services Specialist	1-6
Associate Governmental Program Analyst	1-6
Associate Information Systems Analyst	8
Staff Services Manager (Forms and Publications Section)	7,9
Assistant Tax Services Specialist (Forms and Publications Section)	7,8
Associate Governmental Program Analyst (Forms and Publications Section)	7,8

**INTERNAL SECURITY AND AUDIT DIVISION**

CEA	AH 1-8
Business Taxes Administrator	AH 1-8
Business Taxes Specialist	AH 1-8
Associate Tax Auditor	1-7
Associate Governmental Program Analyst	7-9 7,8
Systems Software Specialist	8 1-8
Staff Information Systems Analyst	8
Staff Services Manager	8 1-8
Associate Information Systems Analyst	8 1-8
Assistant Tax Services Specialist	8

**LEGISLATIVE AND RESEARCH DIVISION**

Assistant Chief Counsel	AH 1-7
CEA	AH 1-7
Staff Services Manager	1-6
Senior Specialist Property Appraiser	1-6
Tax Counsel	1-7
Business Taxes Specialist	1-6
Associate Governmental Program Analyst (System or LAN Administrator)	1-6,8
Operations Research Specialist	1-4,6,8
Research Program Specialist	1-4,8
Research Analyst	1-4,8

**TECHNOLOGY SERVICES DIVISION**

CEA	AH 1-7
Data Processing Manager IV	AH 1-7
Business Taxes Administrator	1,2,7-9
Business Taxes Compliance Supervisor	1,2,7-9
Data Processing Manager	7-9
Staff Services Manager	7-9
Systems Software Specialist	8
Associate Systems Software Specialist	8
Senior Information Systems Analyst	8
Staff Information Systems Analyst	8
Associate Information Systems Analyst	8
Senior Programmer Analyst	8
Staff Programmer Analyst	8
Associate Programmer Analyst	8
Associate governmental Program Analyst	8

**TAXPAYERS' RIGHTS AND EQUAL EMPLOYMENT OPPORTUNITY DIVISION**

CEA	AH 1-7
Business Taxes Specialist (TRA)	1-4 5
Associate Property Appraiser (TRA)	1-4
Tax Counsel (TRA)	1-7

Senior Specialist Property Appraiser (TRA)	1-5
Assistant Property Appraiser	1-5
Associate Governmental Program Analyst (TRA)	1-5
Staff Services Manager (EEOO)	7,9
Associate Governmental Program Analyst (EEOO)	7,9

#### **EXTERNAL AFFAIRS DEPARTMENT**

CEA	1-7
-----	-----

#### **CUSTOMER SERVICE AND PUBLISHING AND OUTREACH DIVISION**

Staff Services Manager	1-7
Business Taxes Compliance Specialist	1-6
Assistant Tax Services Specialist	1-6
Associate Governmental Program Analyst	1-6
Associate Information Systems Analyst	8
Staff Services Manager (E-Publishing)	7
Assistant Tax Services Specialist (Editorial Services Section)	7
Associate Governmental Program Analyst (E-Publishing Section)	7

#### **COMMUNICATIONS OFFICE AND WEB AND MEDIA SERVICES SECTION**

Information Officer II	1-7
Senior Information Systems Analyst Supervisor	7,8
Tax Services Specialist (E-Publishing)	7
Associate Information Systems Analyst	8
Associate Programmer Analyst	8
Assistant Information Systems Analyst	8
Staff Programmer Analyst	8
Associate Governmental Program Analyst	1-7
Business Taxes Specialist II	7
Staff Information Systems Analyst	8

#### **ADMINISTRATION DEPARTMENT**

CEA	AH 1-7,9
Staff Services Manager III (Admin.)	1-7,9
Training Officer (Training Office)	9
Associate Governmental Program Analyst (Training Office)	9
Data Processing Manager III (Administration, Information Security Officer)	8
Senior Information Systems Analyst (Sp.) (Admin.)	8

#### **ADMINISTRATIVE SUPPORT DIVISION**

CEA	AH 1-7
Staff Services Manager	7-10
Associate Business Management Analyst	7-9
Associate Governmental Program Analyst	7-9
Telecommunications Systems Analyst	10
Office Services Manager (Supervisor, Cashier Unit)	7

**PERSONNEL MANAGEMENT HUMAN RESOURCES DIVISION**

CEA	7-9
Staff Services Manager	7-9
Associate Governmental Program Analyst	7-9
Associate Personnel Analyst	7-9
Labor Relations Specialist	7-9

**FINANCIAL MANAGEMENT DIVISION**

CEA	<del>AH</del> <u>1-7</u>
Staff Services Manager	7-9
Accounting Administrator	7-9
Accounting Administrator (Specialist)	7-9
Associate Accounting Analyst	7-9
Research Program Specialist	7-9
Associate Administrative Analyst	7-9
Associate Budget Analyst	7-9
Senior Accounting Officer	7-9
Associate Governmental Program Analyst	7-9
Staff Information Systems Analyst (Specialist)	8

**POLICY, PLANNING AND EVALUATION DIVISION WORKFORCE DEVELOPMENT**

Staff Services Manager III	<del>1-4</del> <u>7-9</u>
Staff Services Manager I or II	7-9
Associate Management Analyst	7-9
Associate Business Management Analyst	7-9
Associate Governmental Program Analyst	7-9
Associate Information Systems Analyst	8
Staff Information Systems Analyst	8
Staff Services Manager (Training Office)	9
Training Officer (Training Office)	9
Associate Governmental Program Analyst (Training Office)	9

**LEGAL DEPARTMENT**

CEA	<del>AH</del> <u>1-7</u>
Assistant Chief Counsel	<del>AH</del> <u>1-7</u>
Tax Counsel	1-6
Supervising Tax Auditor	1,2
Administrative Assistant	7-9
Librarian	7,8
Staff Information Systems Analyst	8
Associate Information Systems Analyst	8
Business Taxes Specialist II or III	1,2
Business Taxes Specialist I	1,2*
Business Taxes Compliance Supervisor (Offers in Compromise)	1,2
Business Taxes Compliance Specialist (Offers in Compromise)	1,2

Business Taxes Specialist (Offers in Compromise)	1,2
Business Taxes Compliance Supervisor (Special Procedures)	1,2,9
Business Taxes Compliance Specialist (Special Procedures)	1,2,9
Business Taxes Specialist (Special Procedures)	1,2
Business Taxes Specialist II (Disclosure Officer)	1-6
Staff Services Analyst (Disclosure Assistant)	1-6
Business Taxes Specialist I	1-6
Associate Governmental Program Analyst	1-6

#### **INTERNAL SECURITY AND AUDIT DIVISION**

CEA	All
Business Taxes Administrator	All
Business Taxes Specialist	All
Associate Tax Auditor	All
Associate Governmental Program Analyst	7-9
Systems Software Specialist	8
Staff Information Systems Analyst	8
Associate Information Systems Analyst	8
Assistant Tax Services Specialist	8

#### **INVESTIGATIONS DIVISION**

CEA	All 1-7
Administrative Assistant	1,2, 7-9
Business Taxes Administrator	1,2,7-9
Business Taxes Specialist	1,2
Business Taxes Compliance Specialist	1,2
Supervising Tax Auditor	1,2,9
Associate Tax Auditor	1,2
Staff Information Systems Analyst	8

#### **PROPERTY AND SPECIAL TAXES DEPARTMENT**

CEA	All 1-7
Business Taxes Administrator III	1-7
Business Taxes Specialist	1-7
Administrative Assistant	1,2,6-9
Staff Services Manager	7-9
Associate Governmental Program Analyst	3,7-9
Staff Information Systems Analyst	8

#### **ASSESSMENT POLICY AND STANDARDS DIVISION**

CEA	3,7,9
Principal Property Appraiser	3,7,9
Senior Specialist Property Appraiser	3
Senior Specialist Property Auditor Appraiser	3
Supervising Property Appraiser	3,7,9
Associate Property Appraiser	3

Associate Property Auditor Appraiser	3
Research Analyst II (GIS)	3

### **COUNTY PROPERTY TAX ASSESSED PROPERTIES DIVISION**

CEA	3,4,7,9 1-7
Principal Property Appraiser	3,7-9
Senior Petroleum and Mining Appraisal Engineer	3
Supervising Property Appraiser ( <del>Assessment Practices Surveys Section</del> )	3,7-9
Senior Specialist Property Appraiser ( <del>Assessment Practices Surveys Section</del> )	3
Senior Specialist Property Auditor Appraiser ( <del>Assessment Practices Surveys Section</del> )	3
Associate Property Appraiser ( <del>Assessment Practices Surveys Section</del> )	3
Associate Property Auditor Appraiser ( <del>Assessment Practices Surveys Section</del> )	3
Supervising Property Appraiser (Timber Tax Section)	4,7-9
Senior Specialist Property Auditor Appraiser (Timber Tax Section)	4
Associate Property Auditor Appraiser (Timber Tax Section)	4
Senior Forest Property Appraiser	4
Associate Forest Property Appraiser	4
Business Taxes Specialist II	3
Junior Property Appraiser	3
Assistant Property Appraiser	3
Assistant Property Auditor Appraiser	3

### **VALUATION STATE ASSESSED PROPERTIES DIVISION**

CEA	3,7-9 1-7
Principal Property Appraiser	3,7-9
Senior Specialist Property Appraiser	3
Senior Specialist Property Auditor Appraiser	3
Supervising Property Appraiser	3,7-9
Associate Property Appraiser	3
Associate Property Auditor Appraiser	3
Research Manager I (GIS)	3
Research Analyst II (GIS)	3

### **ENVIRONMENTAL FEES DIVISION**

CEA	1-7
Business Taxes Administrator	1-7
Business Taxes Compliance Supervisor	1,2,9
Business Taxes Compliance Specialist	1,2,9
Supervising Tax Auditor	1,2,9
Business Taxes Specialist II or III	1,2,9
Business Taxes Specialist I	1,2*
Associate Tax Auditor	1,2*

**EXCISE TAXES AND FEES DIVISION**

CEA	<del>1,2,7,9</del> <u>1-7</u>
Business Taxes Administrator	1-7
Business Taxes Compliance Supervisor	<u>1,2,6,9</u>
Business Taxes Compliance Specialist	1,2,6,9
Supervising Tax Auditor	1,2,6,9
Business Taxes Specialist II or III	1,2,6,9
Business Taxes Specialist I	1,2,6*
Associate Tax Auditor	1,2,6*

**FUEL TAXES DIVISION**

CEA	<del>1,2,7-9</del> <u>1-7,9</u>
Business Taxes Administrator	<del>1,2,7-9</del> <u>1-7,9</u>
<del>Staff Services Manager</del>	<del>1,2,9</del>
Business Taxes Compliance Supervisor	1,2,9
Business Taxes Compliance Specialist	1,2,9
Supervising Tax Auditor	1,2,9
Business Taxes Specialist II or III	1,2,9
Business Taxes Specialist I	1,2*
Associate Tax Auditor	1,2*

**SALES AND USE TAX DEPARTMENT**

CEA 3 or 4	<del>1,2,7-9</del> <u>1-7</u>
CEA 2	1,2,7-9
Business Taxes Administrator	1,2,7-9
Administrative Assistant	1,2,7,8
Business Taxes Compliance Supervisor (LAN Administrator)	1,2,8,9
Business Taxes Compliance Supervisor	1,2,9
Business Taxes Compliance Specialist	1,2,9
Supervising Tax Auditor	1,2,7-9
Business Taxes Specialist II or III	1,2,7-9
Business Taxes Specialist (Special Projects)	1,2,7-9
Business Taxes Specialist (Systems Coordinator)	1,2,8,9
Business Taxes Specialist (Training Group)	1,2,9
Business Taxes Specialist (Computer Audit Specialist)	1,2,8
Business Taxes Specialist (Regulation Coordinator)	1,2
Business Taxes Specialist (Revenue Opportunity)	1,2
Business Taxes Specialist (Technical Advisor)	1,2
Business Taxes Specialist (Project Coordinator)	1,2
Business Taxes Specialist I	1,2*
Associate Tax Auditor	1,2*
Senior Information Systems Analyst	<u>1,2</u>
Staff Information Systems Analyst	1,2,8
Associate Information Systems Analyst	1,2,8
Associate Governmental Program Analyst	1,2

## CONSULTANT

**~~AH~~ 1-7\*\***

\* Pursuant to 2 California Code of Regulations, section 18733, in lieu of filing Form 700, an employee in this disclosure category who was not assigned and did not participate in any property tax audits shall file Form 700-A.

\*\* Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure categoryies in the code subject to the following limitation:

The Executive Director may determine in writing that a particular consultant is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Executive Director's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.